

INFORMATION REQUEST- HANDLING PROTOCOL

THIS PROTOCOL WILL APPLY TO THE HANDLING OF:

- a) REQUESTS FOR INFORMATION REGARDING THE LONDON 2012 OLYMPIC AND PARALYMPIC GAMES MADE UNDER THE FREEDOM OF INFORMATION ACT 2000 (“FOI Act”), THE ENVIRONMENTAL INFORMATION REGULATIONS 2004 (“EIRs”) OR OTHER RELEVANT STATUTORY PROVISIONS;**
- b) DECISIONS TO PUBLISH DOCUMENTS REGARDING THE LONDON 2012 OLYMPIC AND PARALYMPIC GAMES NOT ORIGINALLY OR PRIMARILY PRODUCED WITH PUBLICATION IN MIND;**
- c) REQUESTS FOR INFORMATION REGARDING THE LONDON 2012 OLYMPIC AND PARALYMPIC GAMES IN PARLIAMENTARY QUESTIONS AND FROM COMMITTEES OF THE HOUSE.**

BETWEEN the Department for Culture, Media and Sport (“DCMS”), the Greater London Authority (“GLA”), the British Olympic Association (“BOA”), the London Organising Committee for the Olympic Games (“LOCOG”), the London Development Agency (“LDA”), Transport for London (“TfL”), and, once established, the Olympic Delivery Authority (“ODA”)

In adopting this protocol, the DCMS, GLA, BOA, LOCOG, LDA, TfL and the ODA (once established) fully respect the obligations and spirit of the FOI Act, EIRs, or other relevant statutory provisions and their respective Codes of Practice, and the Standing Orders of the Houses of Parliament and Guidance in relation to Parliamentary Questions and Questions from Committees of the House. However, the parties to this protocol also recognise that there may be a need for them to communicate sensitive information to other parties, to facilitate the preparation for and staging of the Olympic and Paralympic

Games in 2012, and that it is in the public interest for them to ensure that their officials and stakeholders can communicate freely and frankly with each other regarding policy and other issues. This Protocol is therefore intended to supplement the provisions regarding consultation of third parties, set out in relevant Codes of Practice and Guidance, by persons or bodies who are required to act in accordance with the FOI Act, EIRs, or other relevant statutory provisions, or the Standing Orders of the Houses of Parliament.

A. Appointment of Freedom of Information Main Point of Contact

- 1) DCMS, GLA, BOA, LOCOG, LDA, TfL and ODA (once established) shall each appoint an individual to be the main point of contact for all queries about requests under the FOI Act, EIRs, or other relevant statutory provisions, requests in Parliamentary Questions and from Committees of the House, and publication of documents not originally or primarily produced with publication in mind. There shall be an additional point of contact in the Olympic Board Secretariat.
- 2) The initial list of points of contact is as set out in the Appendix to this Protocol.
- 3) Any changes to these contact details should be notified to all parties, by way of amendment to the Appendix.

B. Shared and Sensitive Information

4) The following provisions are intended to ensure that there is mutual confidence between all parties that information regarded as sensitive by any organisation will be carefully considered before they are disclosed as the result of a request under: the FOI Act; EIRs; or other relevant statutory provisions; requests for information in Parliamentary Questions and from Committees of the House; and an active decision, to publish documents not originally or primarily produced with publication in mind .

- (a) Where information is shared between all parties, the body which shares the information with other parties will, where practicable, make it clear at the

time it is shared whether the information is considered by that body to be sensitive by marking the information or documents “confidential”.

- (b) Any document or information marked as “confidential” will be considered in the first instance to be “not for publication”.

Consultation about Shared and/or Sensitive Information

(c) If a party is considering the disclosure of information or documents which were received from any of the parties and which might be regarded as sensitive by them they will, where reasonably practicable, consult them before disclosing information.

(d) If it appears that a party’s disclosure of any other material might be regarded as sensitive by other parties, that party will, where reasonably practicable, consult all such other parties before disclosure.

Procedure for Consultation

(e) In any case where consultation is required, the party considering the disclosure should endeavour to pass the request or proposal, and any supplementary information available at that date, to the main points of contact (within 3 working days of receipt of the request in the case of a request under the FOI Act or the EIRs) and copy it to the additional contact in the Olympic Board Secretariat. Full details of what it is proposed to disclose should be passed to all parties, and copied as above, as soon as possible thereafter, and in any event within 10 working days of the request being made in the case of a request under the FOI Act or the EIRs. To prevent infringement of the requestor’s rights under the Data Protection Act 1998 and to ensure that the request is handled impartially, details of the requestor should not be disclosed to other parties.

(f) In the case of a request made under the FOI Act or the EIRs, all parties, where appropriate, will aim to respond to the consultation at least 5 working

days before the expiration of the statutory deadline for responding to the request. For any proposed disclosure, if a party considers that any or all of the information sought should be withheld, a full explanation will be given, including stating which of the relevant exemption(s) is/are thought to apply and, if relevant, why the balance of the public interest test (as described in section 2(2)(b) of the FOI Act or regulation 12(1)(b) of the EIRs, as relevant) falls in favour of retention.

(g) The parties to this Protocol recognise that Standing Orders of the Houses of Parliament impose tight and strict deadlines on responses to Parliamentary Questions and Questions from Committees of the House. Within those requirements, DCMS will endeavour to consult other parties in the spirit of this Protocol when responding to such questions, where reasonably practicable to do so, and such consultation may adopt whatever form and timescale is practical and appropriate.

(h) In the event of a disagreement between parties regarding the disclosure of information, the request may be referred to the Olympic Board for opinion. However, at all times, the final decision regarding disclosure of information remains with the organisation which received the request, subject to their legal responsibilities under the FOI Act, EIRs, or other relevant statutory provisions or obligations under Standing Orders of the Houses of Parliament.

(i) A copy of the final response letter and information disclosed should be redacted in line with the Data Protection Act (1998) and copied to all the contacts listed in the Appendix.

Appendix

Information Request – Handling Protocol
 Contact Details

Organisation	Contact	Email Address	Telephone
BOA	Redacted – Section 40 FOIA	boa@boa.org.uk	+44 (0) 20 8871 2677
DCMS	Redacted – Section 40 FOIA	http://www.culture.gov.uk/reference_library/foi_reques sts/1204.aspx	020 7211 6200
GLA	Redacted – Section 40 FOIA	mavor@london.gov.uk	020 7983 4100
LDA	Sophie Dimmock	info@lda.gov.uk	0207 593 9000
LOCOG	Redacted – Section 40 FOIA	enquiries@london2012.com	0203 2012 000
ODA	Penelope Jarvis	information.officer@London2012.com	0203 023 6437
TfL	Richard Bevins	RichardBevins@tfl.gov.uk	020 7222 5600

This Appendix was last updated by Penelope Jarvis on 03 July 2008.